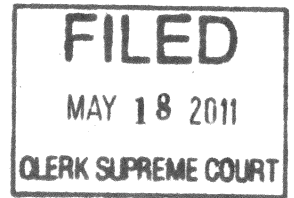


IN THE SUPREME COURT OF IOWA

**IN THE MATTER OF FORMATION)
OF THE SMALL CLAIMS)
FORMS ADVISORY COMMITTEE)**

ORDER



In late March, the court approved a number of new forms for use in small claims actions. Two committees, the Clerks' Manual Committee and the Steering Committee on Self-Represented Litigation, played a key role in designing these forms. Soon after the adoption of these forms, however, the court learned that some of the forms need additional work. The court rescinded the new forms with the intent of having them revised and improved.

To this end, the Court establishes the Small Claims Forms Advisory Committee (SCFA Committee). The SCFA Committee shall use the forms developed by the Clerks Manual Committee as the foundation for its work. The SCFA Committee includes some members of the Clerks' Manual Committee and the Steering Committee on Self-Represented Litigation to ensure that the revised forms address key concerns of each committee as much as feasible. The SCFA Committee may develop and recommend additional forms that it believes will benefit litigants and facilitate the disposition of small claims cases. Although the SCFA Committee is not required to use a particular layout and format, it shall strive to develop forms that are streamlined, easy to use, and uniform in appearance, layout, and language. The SCFA Committee shall complete its work and report to the court by September 30, 2011. The report shall include the SCFA Committee's proposals for forms. The court will post these proposals for public comment on the judicial branch website. Once the comment period is over, the court may ask the committee for its response to any comments to the forms.



The court appoints the following individuals to the SCFA Committee:

- Honorable David Danilson, Judge, Iowa Court of Appeals, *Committee Co-Chair*
- Honorable Jeffrey Lipman, Magistrate, Polk County, *Committee Co-Chair*
- Honorable Lucy Gamon, District Court Judge, Wapello County
- Honorable Marty Hagge, Magistrate, Linn County
- Julie Johnson, Clerk of Court, Washington County
- Kim Johnson, Clerk of Court, Audubon County
- Vicki Krohn, Clerk of Court, Shelby County
- Charles Litow, Litow and Petch, Cedar Rapids
- Corbett Luedeman, Iowa Legal Aid, Cedar Rapids
- Honorable James Malloy, District Associate Judge, Boone County
- Andrea Miller, Magistrate, Franklin County
- Honorable Barry Mueller, Magistrate, Allamakee County
- Kristy Rassmussen, Trial Court Supervisor IV, Polk County
- Melissa Weber, Clerk II, Dickinson County
- Honorable R. Douglas Wells, Magistrate, Scott County

The committee represents each judicial district in the State of Iowa and includes appellate and district court judges, district associate judges, magistrates, clerks of court, and attorneys, all of whom have significant experience with small claims matters and procedures. Members of the committee may be reimbursed for necessary and reasonable travel expenses pursuant to Iowa Court Rules 22.16 and 22.21.

Dated this 18th day of May, 2011.

THE SUPREME COURT OF IOWA

By Mark S. Cady
Mark S. Cady, Chief Justice